

**DEPARTMENT OF DEVELOPMENTAL SERVICES – SOUTH REGION  
JOB OPPORTUNITY  
FISCAL ADMINISTRATIVE ASSISTANT**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** State Employees Only - Applicants must have applied for and passed the **Fiscal Administrative Assistant** Examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Position:** Fiscal Administrative Assistant

**Location:** Business Office, Wallingford, CT

**Job Posting No:** 106851

**Hours:** Full-Time (80 hours biweekly) Monday-Friday - 8:00 A.M.-4:30 P.M.

**Salary:** AR 19 \$54,171 - \$68,931

**Closing Date:** February 16, 2015

**Examples of Duties:** In the Business Office, this position will serve as general support to all functional areas including Accounts Payable, Trustee Accounts, Inventory and Asset Management, Budgeting, Financial Reporting, and Purchasing. Duties include:

Performs paraprofessional level work in fiscal and administrative activities; independently performs bookkeeping and basic accounting activities such as maintaining, balancing, and reconciling an interrelated group of accounts; independently accountable for an accounts receivable or accounts payable process including varied and complex procedures and activities; prepares simple financial statements and assists in preparation of complex financial statements; calculates rates involving complex arithmetical formulas; gathers and consolidates payroll and expenditure data for budget preparation; ensures that expenditures plus encumbrances are within appropriation limits; reviews routine expenditures for compliance with itemized budgets; utilizes EDP systems for financial records and reports; independently performs purchasing functions including preparing and processing purchase orders and requisitions, authorizing routine purchase orders, and preparing requests for proposals; ensures that routine payments are in compliance with contract provisions; may perform routine agency human resource functions; performs related duties as required.

**Knowledge, Skills and Abilities:** Knowledge of bookkeeping, financial record keeping and basic governmental accounting principles and practices; knowledge of basic procedures of budget preparation and control; some knowledge of human resources and payroll procedures, purchasing procedures and contract preparation; basic interpersonal skills; oral and written communication skills; considerable ability in arithmetic computations; ability to audit financial documents; ability to understand and apply statutes and regulations; ability to utilize EDP systems for financial management.

**General Experience:** Four (4) years of experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration, human resources, payroll, or purchasing.

**Preferred Experience:** Preference will be given to applicants with financial reporting experience and payroll reconciliation. QuickBooks and Microsoft office a plus.

**Special Requirements:**

1. Incumbent must possess and retain a valid Motor Vehicle license. Incumbent will be required to travel as needed throughout the South and West Regions including Cheshire, Hartford, New Haven, Norwalk, Norwich, Southbury, Waterbury and Waterford.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Procedure for All Applicants:** Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Incomplete application materials will not be considered.**

**Application materials can be emailed, faxed, or mailed  
Department of Developmental Services — South Region  
35 Thorpe Avenue, Third Floor, Wallingford, CT 06492  
Attn: Recruiter**

**Email: [DDS.SR.Recruiting@ct.gov](mailto:DDS.SR.Recruiting@ct.gov) Phone: 203-294-5122 Fax: 860-920-3035**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.